



# Director's Review

- Dates now (finally) set: Jan. 20-22, 2016 at BNL
  - Steve Ritz (UCSC) will chair the review committee
  - Agenda and rooms still being finalized
  - Expect to have short plenary talks from each L2 manager
  - Breakout sessions by area: ITK, Calorimeters, Muon, TDAQ
- L2 Manager Talks
  - Expect O(20') for each talk
  - Hal will distribute a template for the talks by the end of the week
    - format to use
    - outline of required content
  - Note that the Project Office (i.e. Chuck) will produce required tables and graphs – you don't have to make them yourselves
- Converging on specific dates for CDR
  - early March, probably at Stony Brook



# BoE Details

- Common BoE Issues from Post-Scrubbing Meetings
  - Summary in box at top of BoE ==> WBS Dictionary
    - include brief description of deliverable (and sub-deliverables/items), its purpose, how many of these items will be produced, and the contributing institutes
  - Estimation techniques: need to say how you estimated all FTE and materials numbers
    - “estimated based on Project X” is acceptable but need to include some details as to how Project X can be compared to your deliverable
  - Risk analysis: Cost/Schedule/Technical categories are not exclusive, use the “best fit”
    - always include some discussion of mitigation
  - Contingency: do not include in BoE – we will use global numbers
- Budgets in BoEs: template is attached to this Indico page



# Other Items

- Nomenclature for the Project
  - use “HL-LHC” rather than “Phase-II”
- Contingency Definitions (see Hal's email from Dec. 4)
  - Budget Contingency: 40% (50% for TDAQ, sFCAL, HGTD)
  - Scope Contingency: ~10% (essentially a prioritization of base scope)
  - Scope Opportunity: 1-2 items for each L2 system
- CORE costs in your budgets
  - include CORE costs in your M&S entries AND call them out separately at WBS L4/item level
    - M&S costs will change with time, ATLAS CORE credit is fixed at the MOU stage
- Detailed Budget Spreadsheets
  - will be used as basis for “Cost Books” (official budget documentation)
  - will not be posted for D.R. – use as backup for detailed questions
    - no need for completely common format – but include information in an easily accessible way
- Post Budgets and BoEs on docDB by Friday (Mon for TDAQ/Muon)
  - <http://pages.iu.edu/~hgevans/atlas/admin/protected/docdb/docdb-ph2.html>
    - (atlas/atlas-fyeo)